

GOOD SHEPHERD PARENTS-TEACHERS ORGANIZATION

BY-LAWS

(As amended February, 2016)

** ARTICLE I: Name **

The name of this organization is the Good Shepherd Parents – Teachers Organization (PTO).

** ARTICLE II: Articles of Organization **

The organization exists as an unincorporated organization of its members. Its “Articles of organization” comprise these bylaws, as from time to time amended.

** ARTICLE III: Objects **

Section 1. The objects of the organization are:

- a. To promote the welfare of the children and youth in home, GS school, church and community;
- b. To support and encourage family life;
- c. To secure adequate laws for the care and protection of children and youth;
- d. To bring into closer relation the home and the school that parents and teachers may cooperate in the education of children and youth and;
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Section 2. The objects of this organization are promoted through an education program directed toward parents, teachers, and the general public; are developed through conference, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

** ARTICLE IV: Basic Policies **

The following are basic policies of this organization:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan;
- b. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not in any way, directly or indirectly, participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision making process establishing school policy, recognizing that the ultimate responsibility for making decisions rest with the Parish Administrator.

- e. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- f. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

** ARTICLE V: Membership and Dues **

Section 1. Membership in this PTO shall be made available to (but shall not be required of) all Good Shepherd School teachers, parents and guardians.

Section 2. Only members of the organization shall be eligible to participate in business meetings, or to serve in any of its elective or appointive positions.

Section 3. Each school family shall pay annual dues at time of payment of the first month's tuition each school year.

Section 4. The annual dues shall be waived for the immediate family of all current teachers and employees at Good Shepherd School.

** ARTICLE VI: Officers and Their Election **

Section 1. Each officer of this PTO shall be a member of this PTO.

Section 2. Officers and their election:

- a. The officers of this organization shall consist of a president, a vice-president, a secretary, treasurer,
- b. Officers shall be elected annually in the month of April. (1/26/94).
- c. Officers shall assume their official duties July 1 and shall serve for a term of one (1) year, to June 30.
- d. An officer shall be eligible to serve an unlimited number of terms in the same office, provided that the person is elected annually in accordance with Section 3.d of this Article.

Section 3. Nominating Committee:

- a. There shall be a nominating committee composed of four (4) members. In the event that there are no volunteers, the committee shall be appointed by the president in March. The committee shall elect its own chairperson. The committee shall be comprised of two (2) teacher representatives, and two (2) parent representatives.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting of the general membership in April, at which time additional nominations may be made from the floor. (1/26/94).
- c. Only those persons nominated who have signified their consent to serve shall be eligible for election to such office.
- d. Elections shall be conducted on the day of the April meeting of the general membership and will be counted by the Secretary and a member at large.

Section 4. Vacancies:

- a. A vacancy occurring in any office except that of President shall be filled for the remaining term by a person elected by a majority vote of the general membership. In the case of a vacancy in the office of president, the vice-president shall assume the office and duties of president and a new vice-president shall be nominated and elected.
- b. Nominations for the vacant office shall be taken from the floor at the next scheduled monthly meeting or at a special meeting, whichever may first occur. The vote shall be taken by written ballot at the same meeting, counted by the Secretary and a member at large, and the results announced. Current officers shall not be eligible for nomination or election to the vacant position.
- c. An advertisement announcing that nominations for the new position will be taken at the upcoming meeting shall be published a minimum of one (1) week prior to the meeting.
- d. Should the office of treasurer of the organization become vacant, the president shall have the authority of signature for all assets of the organization until such time as a new treasurer can be duly elected.

** ARTICLE VII: Duties of Officers **

Section 1. The president shall preside at all meetings of the organization; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization, shall approve distribution of funds in accordance with Article IX, Section 6; shall coordinate the work of the officers and committees of the organization in order that the objects may be promoted; and act as the liaison between the principal and the organization.

Section 2. The vice-president shall act as aid to the president and shall perform the duties of the president in the absence or disability of that officer to act. They shall attend as many School Board meetings as their schedules will allow and if unable to attend will notify the President so that they or another representative of the PTO can attend in their absence. The vice-president will make a PTO report at school board meetings and a school board report to the general membership at the next meeting. Any immediate communications will be disseminated via the In-house Sub-Committee. The vice-president will represent the PTO at parish meetings as needed.

Section 3. The secretary shall record the minutes of all meetings of the organization, and upon approval of the meeting minutes at the next month's meeting, shall transfer or ensure they are transferred to the GSS PTO web-site within one week of the meeting. They will be responsible for the distribution and counting of ballots. The secretary will manage the PTO portion of the GSS webpage as authorized by the president, and will coordinate the homeroom representatives.

Section 4. The treasurer shall have custody of all the funds of the organization; shall keep a full and accurate account of all receipts and expenditures; and shall make disbursements as authorized by the president or organization in accordance with Article IX, Section 6. b.

The treasurer shall present a financial statement at every meeting of the organization and shall make a full report at the meeting at which new officers officially assume their duties. During May or June, the treasurer shall meet with the finance committee to review the records for the year. This review is intended to insure that all expenditures have been adequately documented and all funds accounted for. The treasurer and the chairperson of the finance committee shall prepare a written report of the review to be submitted to the general membership at the first meeting after the start of the school year. This report

will also include a budget for the upcoming year that will include expected revenues and expenses and will be submitted to the first officers' meeting. Said report should be approved and signed by the president.

Section 5. All officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined by these bylaws and those assigned from time to time and;
- b. Deliver to their successors all official material not later than ten (10) days following the assumption of duties by the newly-elected officers.

** ARTICLE VIII: Meetings **

Section 1. Monthly meetings of this organization shall be held during the school year. Dates of meetings shall be determined by vote of the general membership in September of each year.

Section 2. Special meetings of the organization may be called by the president. A notice of the meeting shall be advertised a minimum of one (1) week prior to the proposed meeting date.

The notice shall be printed in a newsletter, bulletin or other written document which could reasonably be expected to reach all members the general membership

Section 3. The election meeting shall be held in April. (1/26/94).

Section 4. Any of the members present shall constitute a quorum for the transaction of business in any meeting of this organization. The president or officer can suspend business if less than eight (8) general members are present and/or the business constitute expenditures of greater than \$3,000 in one request.

** ARTICLE IX: Standing and Special Committee **

Section 1. Only members of the organization shall be eligible to serve in any elective or appointive position

Section 2. The president may create such standing committees as he/she may deem necessary to promote the Objects and carry on the work of the organization. Each committee chairperson shall be appointed by the president.

Section 3. The chairperson of each committee shall present a plan of work to the general membership for approval at least one month prior to the event or activity they are chairing. Standing committees shall present an update to the general membership at each meeting. (No committee work shall be undertaken without the consent of the president and general membership.) In the event the president or the principal deems it necessary to assign new committee work between regular meetings of the general membership, a full report of these activities shall be presented to the general membership for approval at the next regularly scheduled meeting of the organization.

Section 4. The power to form special committees and appoint their members rests with the president and or the organization.

Section 5. The president shall be a member ex-officio of all committees except the nominating committee.

Section 6. The following committees shall be considered standing committees of the organization and shall be charged with the duties and responsibilities outlined herein:

- a. Public Relations – oversee two sub-committees in communication, promotion, and the proper announcement and advertisement of meeting dates; promote parent/teacher communication; and promote positive relations between the school, parish and community as a whole.
 - i. In-house – encourage participation by all parents in PTO organizational events and classroom events; provide proper announcement and advertisement of meeting dates; advertise and promote PTO and school events, achievements, and needs in-house within the school, parish, and parish organizations.
Homeroom Reps - promote parent/teacher communication; committee will consist of a group of parent representatives, 2 (two) per homeroom, to communicate to parents for supplies or services the teacher requests or needs, and to coordinate three parties, fundraising baskets, spring fling volunteers, and field trips. The homeroom representatives will be coordinated by the PTO secretary.
 - ii. Marketing – promote positive relations about the school to the community; advertise and promote the school through media and marketing endeavors; promote outreach, growth, and recruitment; participate in open houses; coordinate all activities with the principal, assistant principal, development committee, parish, and school board.
- b. Finance – establish short-term and long-range goals for expenditures of the organization; review proposed fund raising activities; review proposed expenditures of the organization and committees; and make recommendations to the general membership with regard to the financial viability of proposed projects that will maintain or enhance the quality of education. All single expenditures of the organization exceeding one hundred dollars (\$100.00) shall be reviewed by the Finance Committee prior to disbursement. Any expenditure in excess of two hundred (\$200.00) shall also be reviewed with comment and approved by the general membership prior to disbursement. A budget plan will be developed in conjunction with the treasurer.
- c. Activities – Plan, develop and implement activities to involve a combination of parents, teachers, parishioners, families in religious education program (REP), and/or children in order to promote an atmosphere conducive to the development of community spirit between all ages, and a better learning environment for the school; coordinate with the parish and other school groups.

****ARTICLE X: Parliamentary Authority ****

Section 1. Robert’s Rules shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Section 2. The power to put motions before the organization shall specifically be extended to any member present at a meeting of the organization including any officer or chairperson.

Section 3. Any motion put forward during a meeting of the general membership shall be voted upon by the general membership as a whole. Any motion requiring the spending of two hundred dollars

(\$200.00) or more of organizational funds shall be submitted to the finance committee for comment prior to the meeting of the membership at which the motion is to be presented for vote.

**** ARTICLE XI: Amendments ****

Section 1. These bylaws may be amended by any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing set of bylaws only by a majority vote at a meeting of the organization. The requirements for adoption of a new set of bylaws shall be the same as in the case of an amendment.

Section 3. In order to guarantee representation from each class, every class will accept one parent volunteer that is required to regularly attend PTO meetings, when possible.